

Tip Sheet: Managing Stress

1. Maintain your Health

- Encourage employees to take care of themselves through eating well, exercising regularly, and getting enough sleep.
- Experts say to take breaks every 90-120 minutes, to stretch, move around, get away from your desk.
- Practice yoga or meditation; get a massage or listen to music.



2. Seek Counseling and Health Care Coaching

- IBM offers Employee Assistance Programs as a resource to help employees address personal, family or work-related problems that often cause stress. The service is confidential and free.
- Plan regular health check-ups and review stress-related issues with your doctor.



3. Prioritize workload, reduce low-value work

- Help your employees prioritize work activities.
- Identify and eliminate low-value work.
- Use team members to redesign processes and communications to be more efficient.
- Try to be proactive, rather than reactive.



4. Work within your circle of influence, on those things that you can control

- Express appreciation of others; positive attitudes can be infectious!
- When you are feeling low, energize yourself by talking to a friend, listening to music, exercising.
- Set a schedule that works for your work; distractions and multitasking are draining.



5. Use flexible work options to better integrate work-life needs

- Discuss flexible work options with employees so that their schedules provide energy not stress.
- Allocate clear time for work and clear time away from work.
- Identify your core personal values and practice them in everyday behavior.



6. Identify Stress Triggers

- Record the situations, events and people who cause you to have a negative physical, mental or emotional response. Include a brief description of each situation, answering questions about your day.
- Evaluate your stress inventory.

